Job Seeking Skills Workshops

August 2015



Aug 25

★ Midvale Employment Center 7292 S. State St. • Midvale

Register for reserved seating. Walk-ins welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



Job Seeking Skills	
RESUMÉ WRITING:	
Aug 3	1:00 рм-3:30 рм
Aug 11	9:00 AM-11:30 AM
Aug 17	1:00 рм-3:30 рм
Aug 26	9:00 AM-11:30 AM
Aug 31	1:00 рм-3:30 рм
INTERVIEWING SKILLS:	
Aug 4	9:00 AM-11:30 AM
Aug 10	1:00 рм-3:30 рм
Aug 18	1:00 рм-3:30 рм
Aug 24	1:00 рм-3:30 рм
NETWORKING STRATEGIES:	
Aug 6	1:00 рм-3:30 рм
*LINKEDIN #1:	
Aug 6	9:00 AM-11:30 AM
Aug 20	1:00 рм-3:30 рм
*LINKEDIN #2:	
Aug 13	9:00 AM-11:30 AM

1:00 PM-3:30 PM

RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

LINKEDIN #1:

Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. *Prerequisite — must have basic computer and internet navigation skills. Register first, as computers are limited.

LINKEDIN #2:

Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.
*Prerequisite — must have a current LinkedIn account and

complete profile or have attended LinkedIn #1. Register first, as computers are limited.

continued





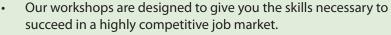
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August 2015 (continued)

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Life Skills		
BUDGETING AND CREDIT:		
Budgeting - Aug 18 Credit - Aug 20	8:30 AM-12:00 PM - TIER 1 8:30 AM-12:00 PM - TIER 1	
FINDING HEALTHY RELATIONSHIPS:		
Aug 5	9:00 am-12:00 pm break 1:00 pm-4:00 pm	
STRENGTHENING THE COUPLE RELATIONSHIP:		
Aug 12	9:00 am-12:00 pm break 1:00 pm-4:00 pm	
PARENTING WITH LOVE AND LOGIC:		
Aug 19	9:00 AM-12:00 PM BREAK 1:00 PM-4:00 PM	

BUDGETING AND CREDIT: Learn how to budget, save, repay debt and build credit.

FINDING HEALTHY RELATIONSHIPS:

For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP:

Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC:

Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.